



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

037

Date: October 27, 2011

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: ELECTRICAL TECHNICIAN

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

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| <u>POSITION TITLE:</u> | Electrical Technician |
| <u>OPEN TO:</u> | ALL INTERESTED CANDIDATES |
| <u>GRADE LEVEL:</u> | FSN-06 FP-08* (Full Performance Level) |
| <u>WORK HOURS:</u> | Full Time, 40 hours per week |
| <u>POSITION TYPE:</u> | Permanent |
| <u>OFFICE LOCATION:</u> | Facilities Maintenance Section |
| <u>OPENING DATE:</u> | Immediate |
| <u>DEADLINE:</u> | November 13, 2011 at 6 P.M. Kyiv Time |

**FP –8 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Employed as an Electrical Technician to accomplish skilled maintenance and repair work throughout the New Embassy Compound (NEC) buildings, grounds and residential owned/leased properties. Works on hardware, associated peripherals, configuration, optimization, repair of electrical power distribution, voltage regulators, transformers, switchgear, automatic transfer switches, uninterruptible power supply systems and lighting systems as directed by the Electrical Engineer.

MAJOR DUTIES AND RESPONSIBILITIES:

Operation Support

50%

- Performs hands-on repairs of the electrical power and lighting system and other building electrical systems. This includes, but is not limited to, emergency generator controls, fire alarm control, fire suppression systems, panel boards, UPS system, automatic transfer switches, relay controls, programmable control systems for switch gear, medium voltage transformers, motor control centers, and lighting fixtures. Ensures that all assigned repairs are accomplished promptly and completely with manufactures repair or replacement requirements.
- Performs preventive maintenance on the electrical power and lighting system and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).
- Inspects, tests, evaluates, calibrates and updates electrical power and lighting system and wiring to improve reliability and to assure dependability, safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc); equipment (e.g. fire safety, generators, compressors, etc.); systems (e.g. electrical, lighting, power sources, and HVAC/plumbing where applicable, etc.); and work with vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine inspections on all electrical systems, as required by manufacturer requirements, and advises the Facility Manager and Supervising Engineer in writing of problems and recommendations.
- Removes, relocates, repairs, installs and tests electrical equipment to maintain office occupant comfort and equipment protection in buildings.
- 5. Orders and stocks electrical building supplies, materials and parts (e.g. motors, wiring, hardware, tools, mechanical parts, etc.) to replace consumed and assure supplies availability for assigned projects, scheduled maintenance, and emergency responses.
- 6. Ensures proper use of time, tools, materials and parts. Provides data on all completed preventive maintenance task, spares, and consumables.
- 7. Responds to 24-hour emergency calls to repair remote generator systems and assigned work area during off-duty hours.

Maintenance Support

40%

- Drafts and submits reports to the Electrical Engineer detailing operational proficiency of electrical equipment. Reports consist of power consumption, evaluations and historical data reviews, and depicting systems performance requirements. Receives reports and logs generated by the BAS and Controls Technician to act upon and enhance systems performance. Provides contractor design information for proposed renovation or new construction work and assists LES Facility Maintenance staff in the performance of in-house projects.
- Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.
- Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
- Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated electrical devices.

Logistic Support

10%

- Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
- Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
- Additional duty assignments will be at the discretion of the Facility Manager but could include the following: Additional, Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

REQUIRED QUALIFICATIONS:

EDUCATION:

Completion of vocational training from an accredited institute recognized as producing journeyman level technicians with a concentration in electrical principles and application.

WORK EXPERIENCE:

Minimum five (5) years' of broad experience in operations and maintenance of building electrical power and lighting systems and associated equipment. 3 years of this experience must be as an Electrical Technician working with large, modern, commercial or Government office building in operations and maintenance.

LANGUAGE:

Level I in English, and level III in Ukrainian or Russian are required.

KNOWLEDGE:

Basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building electrical power and lighting systems and equipment with a specialty in controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. General computer literacy is required in multiple applications (MS Office).

SKILLS AND ABILITIES:

The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing electrical power and lighting systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building electrical power and lighting systems and work with the controls technicians on associated devices. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 in **ENGLISH or UKRAINIAN** and submit it to the Embassy Human Resources Office by COB **November 13, 2011**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a probationary period are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: ODurmus-FMS (by e-mail)
DHoward – FMO (by e-mail)

СКОРОЧЕНИЙ ПЕРЕКЛАД ВАКАНСІЇ УКРАЇНСЬКОЮ

Електрик

Основні обов'язки:

Електрик виконує технічне обслуговування та ремонтні роботи у всіх приміщення Посольства та на його території, а також у житлових приміщеннях, які орендуються, або знаходяться у власності Посольства. Електрик працює з обладнанням енергопостачання та зовнішніми пристроями, виконує конфігурацію, оптимізацію та ремонт наступних пристроїв та систем: систем розподілення електропостачання, регуляторів/стабілізаторів напруги, трансформаторів, пристроїв розподілення високої напруги, систем безперебійного енергопостачання та систем освітлювання.

Вимоги до кандидата:

Освіта:

Диплом професійно-технічного училища за спеціальністю електрика або за іншою спеціальністю, що пов'язана з електроенергетикою.

Досвід:

Від 5 років загального досвіду роботи з експлуатації та обслуговування систем енергопостачання та освітлювання будинків/приміщень. 3 роки з 5 кандидат має пропрацювати електриком з експлуатації та обслуговування великого сучасного, комерційного приміщення або урядової установи.

Знання мови:

Початковий рівень (1 рівень) володіння англійською мовою. Середній рівень (3 рівень) володіння українською чи російською мовами.

Професійні знання та навички:

Кандидат повинен мати базові знання з арифметики та вміти використовувати вимірювальні прилади для встановлення та видалення різних проводів та деталей. Кандидат повинен мати технічні знання основних систем енергопостачання та освітлювання будинків та відповідного обладнання; навички читання технічної документації. Вміння діагностувати та ремонтувати обладнання електропостачання та освітлювання. Працівник повинен вміти використовувати базове програмне забезпечення Microsoft Office.

Подача документів:

Кандидати на вакансію мають надіслати анкету на працевлаштування в Посольство США (DS-174) на електронну пошту: KyivHR@state.gov, або по факсу: 044-490-4085. Анкета може бути заповнена **англійською або українською мовою**. За бажанням кандидат може додати до анкети своє резюме та інші супроводжуючі документи. Анкету на працевлаштування (DS-174) та повний текст оголошення англійською мовою можна знайти на офіційному сайті Посольства США у розділі Вакансії (Job Opportunities): <http://ukraine.usembassy.gov/job-opportunities.html>. **Кінцевий термін подачі анкет на вакансію до 13 листопада включно. Анкети, які будуть отримані після 13 листопада розглядатися не будуть.**